

OJJ TRAINING and CONFIRMATION OF RECEIPT REQUIREMENTS

YS Policy #	Staff	Youth	Contractor	Volunteer	Intern	Pre-Service / Orientation	In-Service / Annual	Trainer or Course Specific Required
A.1.5	✓ (as needed)							
A.1.8	✓ (as needed)							✓ (Emergency Operations Plan)
A.1.13	✓	✓						
A.2.7	✓		✓	✓	✓		✓	
A.2.8	✓ (initially)					✓	✓	✓ (online course or attorney)
A.2.19	✓					✓	✓	
A.2.20	✓ (initially)							✓ (group crisis intervention course)
A.2.22	✓					✓	✓	
A.2.26	✓ (as needed)							✓ (CPTP or agency approved class)
A.2.33	✓ (as needed)							
A.2.45	✓							✓ (Policy Specific staff / CPTP courses)
A.2.48	✓ (within 90 days)	✓	✓	✓	✓	✓	✓ (every 3 years)	
A.2.55	✓							✓ (Policy Specific for Time Administrators)

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A.2.62	✓					✓	✓	
A.2.67	✓		✓		✓	✓	✓	✓ (Policy Specific)
A.3.1	✓ (initially and as needed)							✓ (DOA State Property Control Regulations)
A.3.2	✓					✓	✓	
A.3.8	✓ (initially)							✓ (provided by supervisor)
A.3.10	✓							✓ (prior to card being issued)
A.3.11	✓						✓	✓ (provided by UH / designee)
A.3.15			✓					
A.5.9	✓					✓	✓	
A.7.1	✓		✓	✓	✓	✓	✓	
A.7.2								✓ (tech certified)
B.2.7	✓	✓				✓ (continuous)		
B.2.8	✓ (initially/on-going/as needed)							✓ (course specific)
B.2.12	✓ (on-going weekly & TIP)						✓ (30 hrs / FT staff)	✓ (CCP Manual)
B.2.14	✓ (workshops /practice cases/booster training)		✓			✓	✓	✓ (SAVRY instrument)

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B.2.14	✓ (workshops /practice cases/booster training)		✓			✓	✓	✓ (SAVRY instrument)
B.2.15	✓							✓ (SATP / qualified trainer)
B.2.20	✓		✓	✓	✓	✓	✓	✓ (qualified trainer)
B.5.1	✓ (as needed)	✓	✓	✓	✓		✓	
B.5.3	✓	✓				✓	✓ (continuous)	
B.6.2	✓	✓				✓	✓	
B.8.3				✓		✓	✓	
B.8.4				✓		✓	✓	
B.8.14	✓ (initially)							✓ (State Police Crime Lab)
C.1.8	✓ (initially)					✓	✓	✓ (Policy Specific)
C.1.9	✓	✓						✓ (WSP Manual)
C.1.17	✓ (as needed)						✓	✓ (Emergency Operations Manager)
C.2.1	✓ (initially)						✓	
C.2.2	✓ (initially)						✓	
C.2.3	✓					✓	✓	

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C.2.4	✓					✓	✓	
C.2.5	✓					✓	✓	
C.2.6	✓					✓	✓	✓ (SCM Use of Interventions)
C.2.7	✓		✓					✓ (Specific Manufacturer Training provided by CHP)
C.2.11	✓	✓	✓	✓	✓	✓	✓	✓ (Policy Specific)
C.2.12	✓ (as needed)							✓ (Emergency Preparedness Coordinator)
C.2.13	✓ (initially & within 3 months for new hires)						✓	
C.2.14	✓ (initially & within 3 months for new hires)	✓ (documented training)	✓				✓	
C.2.15	✓ (initially and within 3 months for new hires)	✓	✓			✓ (youth only)	✓	
C.2.19	✓ (initially)							
C.2.20	✓ (initially)					✓	✓	
C.2.21	✓ (initially)					✓		
C.2.22	✓ (initially)		✓	✓	✓	✓	✓	
C.2.24	✓ (initially)							✓ (Total Access training)

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C.4.3	✓		✓	✓	✓	✓	✓	
C.4.9	✓ (initially for specific staff)							✓ (provided by Facility Director)
C.6.1	✓ (initially)	✓	✓				✓	
D.10.12	✓					✓	✓	✓ (PPCT / weapon retention)
D.10.27	✓					✓		✓ (proper search techniques)
D.10.32	✓ (workshops/ practice cases / booster training)					✓	✓	✓ (SAVRY instrument)

OJJ CONFIRMATION OF RECEIPT REQUIREMENTS

YS Policy #	Staff	Youth	Contractor/Volunteer/Intern	Comments
A.2.1	✓			Employee Rules of Conduct
A.2.48	✓			Staff/Contract Provider Confirmation of Receipt
A.2.62	✓			Staff/Contract Provider/Volunteer Confirmation of Receipt
B.5.1		✓		Youth Code of Conduct Receipt
C.2.11	✓	✓	✓	Youth Confirmation of Receipt Staff Confirmation of Receipt Contract Provider/Volunteer Confirmation of Receipt
C.4.3	✓		✓	Acknowledgment of Duties of Mandatory Reporter